

Records

ER-S-1670

EXECUTIVE OFFICE OF THE PRESIDENT
OPM Declassification/Release Instructions on File
BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

January 23, 1954

CIRCULAR NO. A-28

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fees for copying, certification, and search of records

1. Purpose. This Circular establishes general policies under Title V of the Independent Offices Appropriation Act, 1952 (5 U.S.C. 140), for the charging of fees by Federal agencies for copying, certification, and search of Government records.

2. General policy. Except where prohibited or specified otherwise by statute or Executive order, charges for the services subject to this Circular shall be established in accordance with the instructions of Exhibit A.

3. Changes in existing law. In any case where the collection of a fee for services of the types covered by this Circular is prohibited by statute or Executive order, or where a statute or Executive order requires the fee for any service to be lower than that which would be required by this Circular, the agency concerned shall submit to the Bureau of the Budget, under the established clearance procedures, drafts of such legislation or Executive order as may be necessary to permit the fixing of fees as required by this Circular. The drafts should be accompanied by such recommendations as the agency head may deem appropriate.

4. Timing of initial action under this Circular. Cost studies shall be so scheduled that the resulting schedule of fees will be announced, affirmed, or revised by March 15. To the extent that the instructions under this Circular are in conflict with a statute or Executive order, the agency head shall take the steps set forth in paragraph 3 above by March 31.

5. Report to the Bureau of the Budget. The head of each agency shall make a report to the Bureau of the Budget on or before April 15 on the steps he has taken to comply with this Circular. The report should list the copying, certification, and record search activities of the agency and indicate the steps taken to reexamine costs and fees, the specific schedules of fees prescribed under this Circular (or, where none has been prescribed, the reasons therefor), the effective dates of such schedules, and the anticipated change in income from such fees for the fiscal years 1954 and 1955 (showing the annual income and change therein distributed according to the accounts credited), and the steps taken under paragraph 3 of this Circular.

By direction of the President:

JOSEPH M. DODGE
Director